



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CRIMINAL LEGAL SECRETARY I  
CRIMINAL LEGAL SECRETARY II  
CRIMINAL LEGAL SECRETARY III

Class No. 002775  
Class No. 002776  
Class No. 002777

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■ CLASSIFICATION PURPOSE

To perform a full range of secretarial services to attorneys in various aspects of legal service functions and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Criminal Legal Secretary I, II, and III are legal secretaries assigned to legal departments such as the District Attorney, Public Defender, Alternate Public Defender and Department of Child Support Services. Positions in these classes compose and prepare legal documents of a complex and sensitive nature involving litigation matters in criminal and civil law.

Criminal Legal Secretary I:

This is the entry-level class of the series. Under immediate supervision, incumbents work with increasing independence and responsibility to provide secretarial support services to attorneys and other professionals.

Criminal Legal Secretary II:

This is the journey-level class of the series. Under general supervision, incumbents independently provide a full range of secretarial support services to attorneys and other professionals on complex, confidential, and highly sensitive matters pertaining to both criminal and civil law.

Criminal Legal Secretary III:

This is the highest class of the series. Under general supervision, incumbents are responsible for supervising subordinate Criminal Legal Secretaries and clerical staff within a division.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Prepares and types, from rough drafts and tapes, a wide range of legal documents pertaining to criminal matters such as: pleadings, briefs, opinions, proceedings, contracts, ordinances, orders, complaints, decisions, subpoenas, warrants, affidavits, motions, notices of hearings, reports, and certificates of rehabilitation, using appropriate formats.
2. Drafts and types routine memos and correspondence.
3. Assists and supports attorneys and other professionals in various aspects of legal work.
4. Compiles supporting information and substantiating documents as directed by attorneys or other professionals.
5. Compares legal references with reference books to ensure that citations are accurate.
6. Files documents with the Courts (Superior, Federal, and Appeals) according to specified legal requirements and time deadlines.
7. Schedules appointments and makes travel arrangements for attorneys.
8. Maintains files, records, and indices.
9. Schedules and maintains appointment calendars for attorneys and professional staff.

10. Screens phone calls and provides authoritative information to departmental representatives, opposing parties, and outside agencies.
11. Relieves attorneys of clerical work and minor administrative and business details.
12. Collects and provides information to courts, law enforcement agencies, and opposing legal parties.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### Criminal Legal Secretary III:

##### Essential Functions:

All the functions listed above including:

1. Provides first-line supervision to subordinate Criminal Legal Secretaries by coordinating and directing their daily activities, and assigns work priorities to meet strict deadlines.
2. Interviews, hire, selects, trains, schedules, and evaluates the work of subordinate staff.
3. Schedules depositions.
4. Composes memorandum and correspondence.
5. Screens and distributes mail.
6. Assists attorneys and professionals in performing other business or administrative functions.
7. Prepares statistical workload reports.
8. Maintains office supply inventory.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following apply to all classes:

- General basic legal processes and procedures.
- Legal terminology, legal documents, formats, layouts, and forms.
- Business English usage of a legal nature.
- Modern office equipment operation and application (i.e., word-processors, computers, typewriters, transcribing machines, and photocopiers).
- General office practices, operating procedures, policies, and clerical routines.
- Rules and procedures of local, State, and Federal Courts.
- County customer service objectives and strategies.
- Departmental policies and procedures.

##### Criminal Legal Secretary II & III (in addition to the above):

- Principles, practices, and techniques of supervision and training.

##### Skills and Abilities to:

The following apply to all classes:

- Type a wide variety of legal documents with speed and accuracy.
- Utilize modern office equipment (including word processing systems).
- File documents with the various courts in a timely manner.
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain confidentiality of all information pertaining to legal criminal and civil issues.

- Research codes, citations, quotes and other documented information for accuracy and completeness.
- Work independently, and determine priorities to meet strict work deadlines.
- Effectively communicate in oral and in writing.
- Maintain legal filing and record systems.
- Take and transcribe legal dictation accurately.
- Speak clearly and concisely to obtain and relay information.
- Compose routine correspondence.
- Establish and maintain cooperative work relations with those contacted during the course of work.

Criminal Legal Secretary III (in addition to the above):

- Schedule, plan, assign, train and evaluate the work of subordinates.
- Provide clear oral and written instructions to subordinates.
- Direct and coordinate the daily activities of subordinate secretarial and clerical staff.
- Establish and maintain legal filing and record systems.
- Maintain office supply inventory.
- Prepare statistical reports.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Criminal Legal Secretary I:

1. One (1) year of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys; OR,
2. Two (2) years of recent full-time legal clerical experience preparing and processing legal documents; OR,
3. The completion of a legal secretarial curriculum at a community college or a recognized accredited business school.

Criminal Legal Secretary II:

1. One (1) year of experience as a Criminal Legal Secretary I in the County of San Diego; OR,
2. Two (2) years of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys. Experience must have included preparing briefs and pleadings, checking citations, setting up depositions, and setting up and maintaining files using transcribing (voice reproducing) machines, rough drafts, or shorthand.

Criminal Legal Secretary III:

1. One (1) year of experience as a Criminal Legal Secretarial II in the County of San Diego; OR,
2. Three (3) years of full-time work experience performing legal secretarial duties involving direct secretarial services to attorneys. Experience must have included preparing briefs and pleadings, checking citations, setting up depositions, and setting up and maintaining files using transcribing (voice reproducing) machines, rough drafts, or shorthand.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

#### Certification/Registration

An **ORIGINAL** typing certificate (no photocopies) for at least 50 net WPM with a maximum of five errors: At least a five-minute test of unfamiliar material with two (2) gross word penalty for each error. The certificate must state the gross words per minute attained and the number of errors, and must have been issued within the last 2 years. Some positions may require typing at 60 WPM. If you wish to have your record reflect the higher typing speed, you must submit an original typing certificate for 60 net WPM.

**Note:** Some positions for Criminal Legal Secretary III may require shorthand or speed writing skills. If you wish to be considered for this type of position, you must submit an ORIGINAL shorthand certificate for at least 90 net WPM with 98% accuracy for 2 minutes. The certificate must be no more than 2 years old from the date of applications.

#### Working Conditions

Office environment; exposure to computer screens.

#### Background

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in the Criminal Legal Secretary I and II class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Incumbents appointed to permanent positions in the Criminal Legal Secretary III class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: August 24, 1990**  
**Revised: February 14, 2001**  
**Reviewed: Spring 2003**

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Criminal Legal Secretary I (Class No. 002775)  
Criminal Legal Secretary II (Class No. 002776)  
Criminal Legal Secretary III (Class No. 002777)

Union Code: CL	Variable Entry: Y
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Union Code: MM	Variable Entry: Y